

# WU OFFICE HIGH SCHOOL INTERNSHIP APPLICATION

Washington DC \_\_\_\_\_ Portland \_\_\_\_\_

## PERSONAL INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

## ACADEMIC INFORMATION

School \_\_\_\_\_

Address \_\_\_\_\_

Advisor \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please attach a letter of recommendation from your school advisor.

## DATES OF AVAILABILITY

	Start	End	Full time	Part-time (specify)
Winter Term	_____ to _____	_____	_____	_____
Spring Term	_____ to _____	_____	_____	_____
Summer *	_____ to _____	_____	_____	_____
Fall Term	_____ to _____	_____	_____	_____

\*The window for accepting summer applications is from February 15 through March 30.

**Will you be receiving credit or meeting other program requirements by participating in this internship program?      YES\_\_\_\_\_ NO\_\_\_\_\_**

**If YES, please respond to the following two questions.**

**What program requirements will you will need to fulfill in order to receive school credit or other educational benefits?**

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**What reporting or other requirements are expected of the Wu organization?**

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**On a separate sheet, please answer the following questions.**

Describe the reason you are interested in a congressional internship. What are your expectations for such an experience?

What issues are of particular interest or importance to you?

What factors influenced your decision to apply for an internship with Congressman Wu's office?

Doing research on pending legislation is an important aspect of this position. Describe your approach to this kind of assignment.

Select a bill currently pending in Congress and provide a brief analysis of both the intent of the bill and its current status in the legislative process.

## High School Internship Description

While the specifics of a high school internship vary depending upon the requirements set out by the school, the amount of time each student has available to commit to the program, and whether the student works in Washington, D.C. or Portland, participants can expect to be involved in most aspects of the work undertaken by each office.

In the Portland office, the following activities are part of our program.

Initial orientation and training - generally covers the first 3-5 days

General office duties - filing, errands, opening and sorting mail

Answering phones - handling inquiries from constituents regarding federal legislation, requests for information and general phone duties

Written correspondence, drafting responses to constituents who write to express their own positions on issues or to seek information about federal legislation

Special projects - research, data entry and other tasks

Track issues - clip local newspapers for articles pertaining to federal issues

Outside briefings - join staff members for issue briefings presented by a variety of individuals and organizations

In the Washington, D.C. office, a student can expect to be involved in the following.

Orientation and training

General office duties - filing, errands

Answering phones - handling inquiries from constituents regarding federal legislation, requests for information and general phone duties

Written correspondence, drafting responses to constituents who write to express their own positions on issues or seek information about federal legislation.

Special projects - research, data entry and other tasks

Tours - lead tours for constituents at the US Capitol

Outside briefings - join members of staff to attend issue briefings